

# Effective Documentation of Teachers

*A one-day workshop for HR Administrators, Principals, Assistant Principals, and Teacher Appraisers*

Produced by ED311 & TASB HR Services



Presented by Jennifer Barton and Karen Dooley

Wednesday, February 19, 2020  
HCDE, Houston, TX  
9:00 a.m. – 3:30 p.m.

## **AGENDA**

- 8:00 Registration & breakfast
- 9:00 **Introduction and Warm-Up**
- 9:10 **The Legal Framework**
- 9:45 **Principles of Documentation**
- 10:30 *Break*
- 10: 40 **Professional Communication**
- 11:10 **The Marginally Effective Teacher**
- 11:30 Lunch (on your own)
- 12:45 **The Marginally Effective Teacher cont.**
- 1:15 **Documenting Instruction**
- 1:50 *Break*
- 2:00 **Writing and Monitoring Intervention Plans**
- 2:35 **How to Write an Intervention Plan**
- 3:20 **Review and Wrap Up**
- 3:30 *Adjourn*